

TAX FORECLOSED PROPERTY

DIRECT SALE REQUEST FORM

PLEASE ADDRESS YOUR LETTER OF INTEREST TO:

**Property Management Department
Real Estate Division – Tax Foreclosed Property
900 Monroe Street, Suite 400
Fort Worth, Texas 76102**

The City of Fort Worth serves as Trustee for all of the other taxing entities and is responsible for the management and disposition of tax foreclosed property.

TAX FORECLOSED INFORMATION AND GUIDELINES

To submit a Direct Sale Request please include the following:

- A letter of interest.
- A signed original Direct Sale Request Form must be returned with your request.
- Copy of Recorded Deed & Plat <https://ccrecordse.tarrantcountytx.gov/RealEstate/SearchEntry.aspx> or you can visit the courthouse at Tarrant County Courthouse Deed Records, 100 E. Weatherford, Fort Worth, Texas 76102
- Copy of TAD sheet - <http://www.tad.org/>
- Photos – if available and MAPSCO information
- Copies of signed and sealed surveys, maps and/or title commitments – if available or upon request.
- **IMPORTANT: The City does not conduct surveys and/or provide surveys on tax-foreclosed properties.**
- Any incurred expenses by the interested buyer are not reimbursable by the City of Fort Worth.
- Court Costs and Program Fees are incorporated into the total purchase price. In addition, Purchaser is required to pay post-judgment taxes directly to the County Tax Assessor/Collector.

LETTERS OF INTEREST MUST INCLUDE THE FOLLOWING:

- Property _____ Legal _____
Address: _____ Description: _____
- Name, mailing address, and phone number of the interested buyer. If purchasing in a company name please provide Articles of Incorporation and/or Secretary of State Documentation (Signatory Authority);
- Property address and legal description of the subject property;
- Expressed interest in purchasing the property directly;
- Specific plans for development or how the property will be utilized; and
- Current appropriate zoning information.

The interested buyer will be required to provide proof of certified funds including a point of contact from the financial institution (i.e... Bank letter) for purchasing the property upon notification of the purchase price from City staff.

All direct sale properties are subject to the “right of redemption.” Please reference the Texas Property Tax Code Chapter 34 (Tax Sales and Redemption) www.statutes.legis.state.tx.us/Docs/TX/htm/TX.34.htm

Special Note: This request does not guarantee you the property. Requests are reviewed for appropriate qualification of direct sale criteria. All sales of real property require formal approval by the governing taxing jurisdictions (i.e. City Council)

1 st Interested Buyer's Signature	Date	Phone Number	Email
2 nd Interested Buyer's Signature	Date	Phone Number	Email

Printed Name as it should appear on the deed – If a business entity, please include documentation (i.e. Articles of Incorporation, Signatory Authority)